



## **RECORD REQUIREMENTS FOR STAFF AND OTHER INDIVIDUALS**

Standards for Child Care Licensing include record-keeping of daycare staff and other individuals.

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department must maintain a current list covering the previous twelve-month period of all staff and other individuals thirteen (13) years of age or older who have unsupervised direct contact with children or are regularly on the premises.

The list must specify, at a minimum, the following:

- Legal Name
- Proof of Age
- Phone Number
- Verification of Criminal History and Background Check Clearance
- Result of Juvenile Justice Records (when applicable)
- Verification of Certification of Pediatric Rescue Breathing, Infant-Child CPR & First Aid  
Certification must be obtained from a certified instructor – online infant/child CPR and first aid training is not acceptable.
- Record of Hours - this is to include the times, dates and hours on the premises each day
- Record of Training - Centers Only (Please refer to the “Ongoing Training” Facts and Guidelines for details)

## **CHILD RECORD REQUIREMENTS**

Standards for Child Care Licensing include record-keeping for each child in attendance.

Each owner or operator of a daycare center, group daycare facility or family daycare home voluntarily licensed by the Department, must maintain a record for each child in attendance covering the previous twelve-month period.

The record must contain, at the minimum, the following:

- Child’s Full Name
- Date of Birth
- Parent or Guardian’s Name, Address and Contact Information
- Emergency Contact Information
- Child’s Health Information, to include:
  - a. Immunization record or waiver of exemption form or statement
  - b. Any medical conditions that could affect the care of the child
  - c. Medications the child is taking or may be allergic to
- Record of Attendance - this is to include the times, dates and record of attendance each day